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WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
Washington 25, D. C.

July 8, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-1

Revision No. 1
Supplement No. 1

To: Branch and Division Chiefs and Regional Administrators
From: Edward J. Kelly, Chief, Finance and Accounts Division
Subject: Travel
Sub-Subject: Audit and Certification of Travel Expense Vouchers

Effective July 1, 1943, the audit and certification of all travel expense vouchers, Standard Form 1012, for personnel who have their official station located at any point other than Washington, D. C., covering travel performed on and after July 1, 1943, will be made by the Regional Fiscal Divisions.

The location of the traveler's official station will govern the place of payment of travel expense vouchers. For example: If the official station is Cleveland, Ohio, the voucher should be forwarded to the Regional Fiscal Division in Chicago, Illinois; if the official station is Seattle, Washington, the voucher should be forwarded to the Regional Fiscal Division in San Francisco, California, etc.

Under no circumstances should a travel expense voucher be certified for payment by a Regional Fiscal Division, covering travel performed prior to July 1, 1943, except for personnel of those Branches and/or Divisions that have previously had their expense vouchers certified for payment by the respective Regional Fiscal Divisions.

Edward J. Kelly

Reserve

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

October 18, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-1

Revision 1

Supplement No. 2A

To: Branch and Division Chiefs, Regional Directors
and Chiefs, Regional Fiscal Divisions

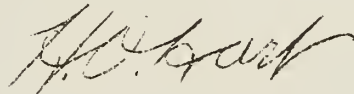
From: H. O. Hart, Acting Chief, Finance and Accounts
Division

Subject: *A* Travel

Sub-subject: Payment of Travel Expense Vouchers in The Regional
Fiscal Division Offices.

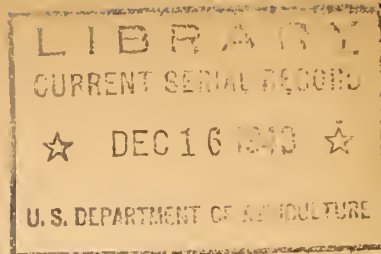
Effective immediately the instructions contained in Finance and Accounts
Division Memorandum No. A-1, Revision 1, Supplement No. 2, dated
August 25, 1943, are hereby canceled.

The audit and certification of all travel expense vouchers shall be made
in accordance with the procedure outlined in Finance and Accounts
Division Memorandum No. A-1, Revision 1, Supplement No. 1.



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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



November 3, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-1
Revision 1
Supplement 4

To: Branch and Division Chiefs, Regional Directors,
and Chiefs, Regional Fiscal Divisions

From: H. O. Hart, Acting Chief, Finance and Accounts Division

Subject: Payment of Travel Expense Vouchers in the Regional Fiscal
Division Offices.

Finance and Accounts Division Memorandum No. A-1, Revision No. 1, Supplement No. 1, dated July 8, 1943, which was reinstated by Finance and Accounts Division Memorandum No. A-1, Revision No. 1, Supplement No. 2-A, dated October 18, 1943, provides that the location of a traveler's official station will govern the place of payment of travel expense accounts.

Effective immediately, that regulation is modified to provide that a travel expense account will be paid through the regional office serving the territory in which is located the official headquarters indicated on the basic letter of authorization. For individual letters of authorization, this modification will have no effect, but it will have a decided bearing on station letters of authorization the territory of which overlaps regional boundaries.

For example, a station letter of authorization issued to the Officer-in-Charge of a field office at New Orleans, Louisiana, would be filed and encumbered with the regional office at Dallas, Texas. However, if this letter of authorization includes territory in the state of Tennessee, as is sometimes the case, an employee traveling under the station letter and with headquarters in Memphis, Tennessee, would, prior to the issuance of this instruction, send his expense account to Atlanta, Georgia. Under this modification, he must now send his expense account to Dallas, which is the regional office serving the territory in which the headquarters on the basic letter of authorization is located.

H. O. Hart

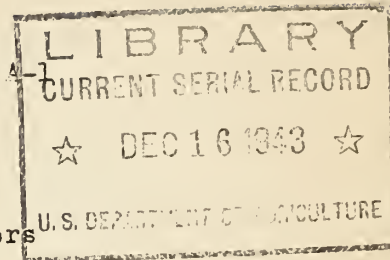
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Cap. 2

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

November 20, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. 4-1

Revision 1
Supplement 5



To: Branch and Division Chiefs, Regional Directors
Chiefs, Regional Fiscal Divisions

From: Edward J. Kelly, Chief, Finance and Accounts Division

Subject: Travel

Sub-Subject: Use of Transportation Requests for Purchase of
Commutation Tickets, etc.

During the past several months numerous carriers' bills have been received in the Voucher Review Section listing transportation requests that were issued for the purpose of securing mileage books, commutation tickets, and other similar transportation tickets. Said tickets are then furnished to officers and employees ordered to perform travel on official business. These officers, however, cannot be identified on the transportation requests.

The form of transportation request currently in use was prescribed by General Regulation No. 46 dated October 10, 1925, for use as an order on common carriers to furnish authorized passenger transportation service, but such use did not contemplate or embrace the procurement in bulk of tokens or tickets from transportation companies, such as is reflected in connection with the transportation requests referred to above.

Effective immediately, if it is found administratively desirable to procure supplies of tickets or tokens for issuance to employees as the needs of the service justify, such procurement must be made through the use of a Public Voucher for Purchases and Services Other Than Personal, Standard Form 1034-Revised; and the items so purchased should be controlled in such a manner as to safeguard properly the issuance and use of the tickets or tokens.

E. J. Kelly

